

## Message Text

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PAGE 01 STATE 087841  
ORIGIN SCA-01

INFO OCT-01 AF-10 ARA-10 EA-09 EUR-12 NEA-10 MMO-04  
SIG-02 VO-03 SCSE-00 PPTE-00 ISO-00 /062 R

RAFTED BY SCA:WSTILNEY:JD  
APPROVED BY SCA:RSOMERVILLE  
AF:SALAZAR - SC :GISE  
EA:SCARITT - PPT:DUGGAN SUBS  
NEA:SCHAFFER  
EUR:TULL  
ARA:KRIEGER  
M/MO:LLOYD  
S/IG:SHAW  
VO:MORGAN  
DESIRED DISTRIBUTION  
PPT, VO, SCS AND REGIONAL BUREAUS  
-----201257Z 021111 /43  
R 192109Z APR 77  
FM SECSTATE WASHDC  
TO ALL DIPLOMATIC AND CONSULAR POSTS

UNCLAS STATE 087841

INFORM CONSULS

E.O. 11652:N/A

TAGS:CGEN, APER, ABUD

SUBJECT:FY 1979 "CONSULAR PACKAGE REQUESTS" INSTRUCTIONS  
AND GUIDANCE  
REF: STATE 096907, APRIL 21, 1976  
STATE A-6756, OCTOBER 31, 1975  
STATE A-1969, MARCH 21, 1975  
STATE A-4500, JUNE 4, 1974

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INTRODUCTION

THE "CONSULAR PACKAGE REQUEST" IS ONE OF THE MOST IMPORTANT MANAGEMENT TOOLS AVAILABLE TO SCA IN DEVELOPING AND PRESENTING TO THE DEPARTMENT, OMB AND THE CONGRESS, CONSULAR WORKLOAD AND MANPOWER REQUIREMENTS. THE CONSULAR PACKAGE PRESENTATION IS THE PRIMARY DETERMINANT

OF BUDGETARY DECISIONS AFFECTING THE ACQUISITION AND ALLOCATION OF THE HUMAN RESOURCES NEEDED TO PERFORM CONSULAR RESPONSIBILITIES. THE VALUE AND CREDIBILITY OF THE CONSULAR PACKAGE, ARE DEPENDENT ON THE ACCURACY AND CONSCIENTIOUSNESS OF THOSE OFFICERS CHARGED WITH THE RESPONSIBILITY FOR PREPARING IT.

AS DESCRIBED IN PREVIOUS "CONSULAR PACKAGE REQUESTS" THE PRIMARY PURPOSE OF THE CONSULAR PACKAGE IS TO OBTAIN SUFFICIENT PERMANENT AMERICAN AND LOCAL POSITIONS TO PERFORM OUR CONSULAR RESPONSIBILITIES IN AN ACCEPTABLE

MANNER AND TO ASSIST IN ALLOCATING CURRENTLY AVAILABLE POSITIONS SO THAT THOSE RESPONSIBILITIES ARE MOST EFFECTIVELY CARRIED OUT AT ALL POSTS. TO FULFILL THIS PURPOSE, IT IS ESSENTIAL THAT ALL POSTS PROVIDE SCA WITH THE MOST ACCURATE AND COMPLETE INFORMATION THAT

CAN BE DEVELOPED AT THE POST REGARDING LOCAL WORKLOAD AND STAFFING CHARACTERISTICS. OFFICERS TASKED WITH COMPILING THE NECESSARY DATA SHOULD APPROACH THE CONSULAR PACKAGE AS A KEY ELEMENT IN THE DEPARTMENT'S ATTEMPT TO ASSESS WORLDWIDE CONSULAR RESOURCE REQUIREMENTS AND TO DELIVER NEEDED MANPOWER TO POSTS WHEN AND WHERE IT IS NEEDED.

THE PACKAGE ITSELF IS A PART OF THE DEPARTMENT'S RESOURCE MANAGEMENT SYSTEM. THEREFORE, AS IN THE PAST, CONSULAR PACKAGE SUBMISSIONS MUST BE CLEARED WITH THE DCM OR UNCLASSIFIED

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PRINCIPAL OFFICER AND COORDINATED WITH OTHER SECTIONS AS APPROPRIATE TO ENSURE THAT RELATED MANAGEMENT REPORTS SUBMITTED BY THE POST ARE CONSISTENT WITH THE PACKAGE SUBMISSION. PARTICULAR ATTENTION SHOULD BE GIVEN THIS YEAR TO THE POST'S POLICY ASSESSMENT AND RESOURCE MANAGEMENT (PARM) SUBMISSION. GUIDELINES FOR POST PARM SUBMISSIONS EMPHASIZED THAT RESOURCE CHANGES ATTRIBUTABLE TO CONSULAR WORK REQUESTED IN THE CONSULAR PACKAGE WOULD BE EXPECTED FIRST TO APPEAR IN POST POLICY AND RESOURCE ASSESSMENTS. IN ADDITION, ANY POST WHOSE CONSULAR PACKAGE SUBMISSION SHOWS POSITION REQUIREMENTS THAT ARE AT VARIANCE WITH THE RECOMMENDATIONS REFLECTED IN THE LATEST INSPECTION REPORT FOR THE POST SHOULD EXPLAIN IN DETAIL THE REASON FOR THE VARIANCE. THE CONSULAR PACKAGE, THE PARM CYCLE, AND INSPECTION REPORTS ARE THREE OF THE MAJOR ELEMENTS USED BY SCA IN FORECASTING FUTURE CONSULAR WORKLOADS AND POSITION REQUIREMENTS.

JUSTIFICATION FOR POSITIONS

L. THERE ARE TWO PRIMARY BASES UPON WHICH POSITION INCREASES MAY BE JUSTIFIED: (1) INCREASING WORKLOADS, AND (2) NEED FOR IMPROVED QUALITY. IF THE POST FEELS WORKLOAD INCREASES DICTATE POSITION INCREASES, THEY MUST BE JUSTIFIED ON THE BASIS OF SPECIFIC LOCAL DEVELOPMENTS (I.E., ECONOMIC OR POLITICAL CHANGES) AND HARD ANALYSIS. THE MERE PROJECTION OF POST WORKLOAD TRENDS PER SE IS NOT SUFFICIENT JUSTIFICATION FOR POSITION INCREASES. POSTS SHOULD CONSIDER SOCIAL, POLITICAL, ECONOMIC AND OTHER FACTORS IN THE U.S. AND IN THE SUBJECT COUNTRY WHICH WILL INFLUENCE WORKLOADS IN THE MANNER SUGGESTED BY A STATISTICAL PROJECTION.

2. DURING THE 1970'S, WE HAVE WITNESSED A GROWING CONCERN ON THE PART OF THE AMERICAN PUBLIC WITH THE QUALITY OF GOVERNMENTAL SERVICES. AS A RESULT THE DEPARTMENT HAS UNCLASSIFIED

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BEEN SUBJECTED TO CLOSER SCRUTINY OVER THE SCOPE AND QUALITY OF CONSULAR SERVICES PROVIDED BY FOREIGN SERVICE POSTS. CRITICS HAVE SUGGESTED THAT SOME OF OUR POSTS HAVE FAILED TO PROVIDE ADEQUATE SERVICES FOR OUR CITIZENS ABROAD, ESPECIALLY THOSE MISSING OR FACING CRIMINAL CHARGES. ONE RESULT OF THIS IS THAT A WIDER RANGE OF CITIZEN SERVICES, WHICH IN THE PAST WOULD HAVE BEEN CONSIDERED UNNECESSARY, ARE NOW EXPECTED TO BE MET IN A PROFESSIONAL MANNER. THE DEPARTMENT HAS ALSO BEEN TASKED BY CRITICS TO DO A BETTER JOB IN EXAMINING VISA APPLICATIONS. IT HAS BEEN SUGGESTED THAT INADEQUATE SCREENING OF NIV APPLICANTS HAS CONTRIBUTED SUBSTANTIALLY TO THE ILLEGAL ALIEN PROBLEM AND THAT DEFICIENT SCREENING OF IV APPLICANTS HAS RESULTED IN IMMIGRANTS APPEARING ON THE WELFARE ROLLS SHORTLY AFTER THEIR ENTRY.

IN ATTEMPTING TO IDENTIFY OTHER AREAS WHERE QUALITY OF SERVICES HAS BEEN QUESTIONABLE, POSTS SHOULD CONSIDER FOCUSING IN ON SOME OF THE FOLLOWING PROBLEMS: VISA FRAUD IS COMMON AND THE POST DOES NOT PRESENTLY HAVE AN INVESTIGATIVE UNIT; AN EXISTING INVESTIGATIVE UNIT IS NOT ABLE TO PROCESS CASES PRESENTLY BEING REFERRED; OFFICERS HAVE INADEQUATE TIME TO INTERVIEW IN A MANNER THAT WOULD BRING ABOUT THE DETECTION OF MALA FIDE APPLICANTS; OR THE POST HAS INADEQUATE STAFF TO MAKE REGULARLY SCHEDULED VISITS TO AMERICAN PRISONERS. THE POST SHOULD CALCULATE THE NUMBER OF HOURS REQUIRED TO ACCOMPLISH THE NECESSARY LEVEL OF PERFORMANCE AND REQUEST APPROPRIATE RESOURCES. QUANTIFICATION, HOWEVER DIFFICULT THIS MAY BE, AND IN-DEPTH NARRATIVE ANALYSIS WILL BE REQUIRED FOR EACH AREA CONTRIBUTING TO THE PROJECTED RESOURCE

REQUIREMENTS.

3. WE CANNOT REQUEST PERMANENT RESOURCES FROM THE CONGRESS TO MEET ALL OF THE HIGHEST SEASONAL DEMANDS IF THIS WOULD RESULT IN SIGNIFICANT OVERSTAFFING DURING THE REST OF  
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THE YEAR. POSTS SHOULD CLOSELY EXAMINE ALL SERVICE AREAS TO IDENTIFY ACTIVITIES WHICH MAY BE TEMPORARILY DEFERRED OR OPERATED AT REDUCED LEVELS AT THE HEIGHT OF THE PEAK SEASON. CONCOMITANTLY, ACTIVITIES SHOULD BE EXAMINED TO SEE IF THEY CAN BE ACCELERATED PRIOR TO ARRIVAL OF THE PEAK SEASON AND AFTER IT HAS PASSED, THEREBY ALLOWING FOR THE REDEPLOYMENT OF RESOURCES TO MEET THE CONSULAR WORKLOAD DURING THE PERIOD OF PEAK DEMAND. EACH POST SHOULD SEEK TO ESTABLISH ENOUGH PERMANENT POSITIONS TO MEET PEAK DEMAND WITHOUT ELIMINAT-

ING MINIMUM NECESSARY EMPLOYEE LEAVE. THE NORMAL LOSS OF PRODUCTIVE TIME DURING THE SUMMER MONTHS DUE TO AMERICAN HOME LEAVE AND POST TRANSFER TRAVEL SHOULD ALSO BE FACTORED IN THE PERMANENT POSITION EQUATION. POSTS SHOULD THEREFORE STAFF SECTIONS TO PERFORM WORKLOADS SOMEWHAT ABOVE THE MEDIAN MONTHS USING AVAILABLE RESOURCES DURING LOW MONTHS FOR LEAVE, TRAINING, SPECIAL PROJECTS, AND/OR ASSISTING IN OTHER UNITS.

4. CONGRESS HAS MADE CLEAR ITS CONTINUING INTEREST IN THE QUALITY OF SERVICES RENDERED TO THE PUBLIC, AND HAS URGED US TO UPGRADE THE LEVEL AND QUALITY OF CITIZEN SERVICES PROVIDED AT FOREIGN SERVICE POSTS. AS THE CONGRESSIONAL WATCHDOG, GAO HAS STATED THAT IT WILL CONTINUE TO TAKE A HARD LOOK AT THE WIDE RANGE OF CONSULAR SERVICES PROVIDED WORLDWIDE BY THE DEPARTMENT. IT IS ALSO THE DEPARTMENT'S INTENT TO UNDERTAKE A FULL FUNCTIONAL INSPECTION OF CONSULAR SERVICES BEGINNING THIS FALL.

ADDITIONALLY, THE SUBCOMMITTEE ON INTERNATIONAL OPERATIONS, HOUSE INTERNATIONAL RELATIONS COMMITTEE, HAS RECENTLY URGED A THOROUGH EXAMINATION OF THE LEGISLATIVE MANDATE, ORGANIZATION AND RESOURCE SUPPORT IN THE DEPARTMENT FOR CONSULAR SERVICES. THE SUBCOMMITTEE HAS CHARACTERIZED  
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CONSULAR OFFICERS AND EMPLOYEES AS THE MOST IMPORTANT

IN THE FOREIGN SERVICE, AND HAS ADVISED THE DEPARTMENT THAT IT INTENDS TO SCHEDULE OVERSIGHT HEARINGS IN THE NEAR FUTURE.

IN PREPARING RESPONSES TO THIS MESSAGE, POSTS SHOULD BEAR IN MIND THAT THE DEPARTMENT'S OVERALL RESOURCE SITUATION IS VERY TIGHT. THE DEPARTMENT'S BUDGET IS NOT EXPECTED TO INCREASE SUBSTANTIALLY IN REAL TERMS OVER THE NEXT SEVERAL YEARS. TODAY, IN MOST CASES WHERE ADDITIONAL RESOURCES ARE REQUESTED, OFFICES IN WASHINGTON AND OVERSEAS ARE ASKED TO EXAMINE ONGOING ACTIVITIES AND TO REPROGRAM RESOURCES FROM LOW PRIORITY ACTIVITIES TO MORE IMPORTANT FUNCTIONS. THE CONSULAR FIELD, HOWEVER, IS AN EXCEPTION, AND WE EXPECT TO BE ABLE TO OBTAIN ADDITIONAL RESOURCES FROM THE CONGRESS TO MEET JUSTIFI-  
ABLE WORKLOAD INCREASES. STILL GIVEN THE PRESENT RESOURCE SHORTAGE, POSTS SHOULD BE ALERT TO OPPORTUNITIES TO MAXIMIZE THE EFFECTIVENESS OF OPERATIONS, TO IMPROVE ON PRESENT PROCEDURES AND METHODS, AND TO IMPROVE THE MANAGEMENT OF CONSULAR OPERATIONS.

5. IT IS IMPERATIVE THAT POSTS PROVIDE ADEQUATE MAN-  
HOUR INFORMATION TO GIVE AN ACCURATE PICTURE OF THE USE OF CONSULAR RESOURCES. THERE HAVE BEEN INSTANCES WHERE THE PERMANENT MANHOURS REPORTED IN SCHEDULES I-IV FAILED TO MATCH WHAT COULD BE REASONABLY PERFORMED BY THE STAFFING SHOWN IN SCHEDULE V. THE ADDITIONAL INFORMATION REQUESTED ON SCHEDULE V SHOULD DETAIL THE REASONS FOR SUCH DISCREPANCIES. WHEN TIME IS LOST BECAUSE OF STAFFING GAPS, THE POST SHOULD EXPLAIN THE REASONS FOR SUCH GAPS. POSTS SHOULD REPORT ON SCHEDULES I-IV ALL HOURS WORKED IN CONSULAR ACTIVITIES. UNDER FULL-TIME PERMANENT THE POST SHOULD REPORT THE HOURS WORKED BY PERSONS OCCUPYING REGULAR CONSULAR POSI-  
TIONS (INCLUDING OVERTIME). UNDER TEMPORARY DETAIL,  
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REPORT TIME WORKED BY PERSONS EITHER AT THE POST ON TDY OR OCCUPYING POSITIONS IN OTHER SECTIONS OF THE POST, AND UNDER PIT, REPORT HOURS WORKED BY PART-TIME, TEMPORARY OR INTERMITTENT EMPLOYEES. THE ADDITIONAL QUESTIONS ON SCHEDULE V REFER ONLY TO EMPLOYEES ASSIGNED TO PERMANENT CONSULAR POSITIONS AND ARE DESIGNED TO ACCOUNT FOR DIFFERENCES BETWEEN HOURS REPORTED UNDER FULL-TIME PER-  
MANENT AND HOURS WHICH OTHERWISE WOULD BE EXPECTED FROM THE PERMANENT STAFFING SHOWN ON SCHEDULE VI. IF INCREASES IN POSITIONS ARE REQUESTED ON SCHEDULE VI, THE POST SHOULD SHOW THE UNIT(S) TO BE ESTABLISHED. POSTS IN WHICH AMERICAN OR LOCAL CONSULAR POSITIONS WERE INCREASED OR DECREASED BETWEEN MARCH 31, 1976 AND MARCH 31, 1977

SHOULD SHOW IN SCHEDULE VI THE DATE OF THE CHANGE IN AUTHORIZED POSITIONS AT THE POST LEVEL AND THE DATE THAT THE NEW POSITION(S) WAS FIRST FILLED OR IN CASE OF AN ABOLISHED POSITION, THE DATE THE INCUMBENT LAST WORKED IN THE CONSULAR SECTION.

RESPONSES TO THIS CABLE SHOULD BE CLEARED BY THE DCM OR PRINCIPAL OFFICER AND COORDINATED WITH ALL AFFECTED SECTIONS. PLEASE BEAR IN MIND THAT YOUR "CONSULAR PACKAGE REQUEST" MAY BE EVENTUALLY SEEN BY GAO, OMB, OR MEMBERS OF CONGRESSIONAL STAFFS, AS WELL AS A NUMBER OF SEVENTH FLOOR PRINCIPALS IN THE DEPARTMENT.

ALL POSTS ARE EXPECTED TO SUBMIT THE ORIGINAL RESPONSE TO REACH SCA NO LATER THAN MAY 13, 1977, WITH COPIES SENT TO VO, SCS, PPT AND THE APPROPRIATE GEOGRAPHIC BUREAU. TELEGRAPHIC REPLYs SHOULD BE SENT IF NECESSARY.

REPORTING FORMATS:

SCHEDULES I THRU VI

THE SCHEDULES FOR THE FY 1979 CONSULAR PACKAGE ARE UNCLASSIFIED

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ESSENTIALLY THE SAME AS THEY WERE LAST YEAR AND SHOULD BE COMPLETED IN THE SAME MANNER. FORMATS FOR SCHEDULES I THROUGH VI ARE AS FOLLOWS:

1. FOR SCHEDULES I THROUGH IV COLUMN HEADINGS (4):

FY-1976	FY-1977	FY-1978	FY-1979
ACTUAL	ESTIMATE	ESTIMATE	ESTIMATE
10/1/75 TO	10/1/76 TO	10/1/77 TO	10/1/78 TO
9/30/76	9/30/77	9/30/78	9/30/79

2. SCHEDULE I - IMMIGRANT VISAS  
GEOGRAPHIC BUREAU  
COUNTRY AND POST

1. IV'S ISSUED .....  
2. IV'S REFUSED .....  
3. TOTAL IV CASES .....

MAN-HOURS UTILIZED  
AMERICAN OFFICERS:

4. FULL TIME PERMANENT .....  
5. TEMPORARY DETAIL .....  
6. PIT (LOCALLY HIRED) .....

7. SUB-TOTAL AMERICAN MAN-HOURS

LOCAL

8. FULL TIME PERMANENT .....

9. TEMPORARY DETAIL .....

10. PIT .....

11. SUB-TOTAL LOCAL MAN-HOURS ..

12. TOTAL IV MAN-HOURS .....

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PCT OF TOTAL IV CASES REQUIRING:

13. USE OF INTERPRETER .....

14. THIRD COUNTRY CHECK .....

3. SCHEDULE II - NON-IMMIGRANT VISAS:

GEOGRAPHIC BUREAU

COUNTRY AND POST

15. NIV'S ISSUED .....

16. NIV'S REFUSED .....

17. TOTAL NIV CASES .....

MANHOURS UTILIZED:

AMERICAN OFFICERS

18. FULL TIME PERMANENT .....

19. TEMPORARY DETAIL .....

20. PIT (LOCALLY HIRED) .....

21. SUB-TOTAL AMERICAN MAN-HOURS

LOCAL

22. FULL TIME PERMANENT .....

23. TEMPORARY DETAIL .....

24. PIT .....

25. SUB-TOTAL LOCAL MAN-HOURS .

26. TOTAL NIV MAN-HOURS .....

27. NIV FEES COLLECTED .....

28. BORDER CROSSING CARDS FY-76

29. CREW LIST VISAS FY-76 .....

30. NAMES ON CREW LIST VISAS FY-76

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PCT OF TOTAL NIV CASES REQUIRING:

- 31. INTERVIEWS .....
- 32. USE OF INTERPRETER ( OF TOTAL NIV CASES INTERVIEWED)
- 33. THIRD COUNTRY CHECK .....

4. SCHEDULE III - SPECIAL CONSULAR SERVICES

GEOGRAPHIC BUREAU  
COUNTRY AND POST

- 34. AMERICAN CITIZEN DEATHS ...
- 35. ESTATE/PROPERTY CLAIMS ....
- 36. NOTARIALS .....
- 37. WELFARE/WHEREABOUTS .....
- 38. ARRESTS .....
- 39. SEAMAN AND SHIPPING .....
- 40. OTHER AGENCY SERVICES .....
- 41. TOTAL SCS CASES .....

MAN-HOURS UTILIZED:  
AMERICAN OFFICERS

- 42. FULL TIME PERMANENT .....
- 43. TEMPORARY DETAIL .....
- 44. PIT (LOCALLY HIRED) .....
- 45. SUB-TOTAL AMERICAN MAN-HOURS

LOCAL

- 46. FULL TIME PERMANENT .....
- 47. TEMPORARY DETAIL .....
- 48. PIT .....
- 49. SUB-TOTAL LOCAL MAN-HOURS .

- 50. TOTAL SCS MAN-HOURS .....

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- 51. TREASURY CHECKS FY-76 .....

5. SCHEDULE IV - CITIZENSHIP AND PASSPORT SERVICES:

GEOGRAPHIC BUREAU  
COUNTRY AND POST



- 52. PPT APPLICATIONS EXECUTED
- 53. PPT APPLICATIONS EXAMINED ...
- 54. FEE PASSPORTS ISSUED .....
- 55. NO-FEE PASSPORTS ISSUED .....
- 56. PPT'S AMENDED OR EXTENDED
- 57. NEW REGISTRATION APPLICATIONS
- 58. REPORTS OF BIRTH .....
- 59. WITNESS TO MARRIAGE .....
- 60. WAIVER OF PASSPORTS .....
- 61. SUB-TOTAL PASSPORT CASES ..
- 62. IDENTITY CARDS ISSUED .....
- 63. TOTAL PASSPORT CASES .....

MANHOURS UTILIZED:

AMERICAN OFFICERS:

- 64. FULL TIME PERMANENT .....
- 65. TEMPORARY DETAIL .....
- 66. PIT (LOCALLY HIRED) .....
- 67. SUB-TOTAL AMERICAN MAN-HOURS

LOCAL

- 68. FULL-TIME PERMANENT .....
  - 69. TEMPORARY DETAIL .....
  - 70. PIT .....
  - 72. TOTAL PPT MAN-HOURS .....
  - 71 SUB-TOTAL LOCAL MAN-HOURS .
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- 73. AMERICANS REGISTERED 3/31/77 ..

AMERICAN CITIZEN RESIDENT:

- 74. OFFICIAL .....
- 75. NON-OFFICIAL .....

6. SCHEDULE V - CONDITIONS AND JUSTIFICATIONS

GEOGRAPHIC BUREAU  
COUNTRY AND POST

FY-1976

HOURS GAINED ..... AMERICAN .. LOCAL...  
OVERTIME .....  
DETAILS IN .....  
HOURS LOST ..... AMERICAN .. LOCAL...

DETAILS OUT .....  
STAFFING GAPS .....  
PROLONGED LEAVE .....

GEOGRAPHIC BUREAU  
COUNTRY AND POST

AMERICANS: VISAS SCS PPT GENEAL TOTAL

76. AUTHORIZED 6/30/76  
77. AUTHORIZED 3/31/77  
78. FILLED 3/31/77

INCREASE/DECREASE:

79. REQUIRED FY 1978  
80. REQUIRED FY 1979  
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LOCALS: VISAS SCS PPT GENERAL TOTAL

81. AUTHORIZED 6/30/76  
82. AUTHORIZED 3/31/77  
83. FILLED 3/31/77

INCREASE/DECREASE:

84. REQUIRED FY 1978  
85. REQUIRED FY 1979

7. SCHEDULE VI - FEDERAL BENEFITS, FRAUD, ETC.

THIS IS A CSCHEDULE TO OBTAIN SPECIALIZED INFORMATION  
NEEDED BY THE DEPARTMENT. THE DATA REQUESTED MAY BE AP-  
PLICABLE TO ONLY SOME POSTS BUT IT WILL ASSIST SCA  
IN ITS ATTEMPTS TO FOCUS IN ON VARIABLES AT POSTS THAT  
ARE NOT REFLECTED IN THE STATISTICAL DATA PROVIDED IN  
SCHEDULES I-IV. ALTHOUGH YOU MAY NOT HAVE MAIN-  
TAINED STATISTICAL DATA ON THESE CONSULAR ACTIVITIES,  
THE DEPARTMENT APPRECIATES POSTS' ATTEMPTS TO FURNISH  
INFORMATION IN A THOUGHTFUL AND CONSCIENTIOUS MANNER.

BUREAU

COUNTRY AND POST  
A. FEDERAL BENEFIT ACTIVITY

NUMBER OF SSA REIMBURSED:

AMERICAN ..... LOCAL.....

HOURS WORKED BY OCCUPANTS OF THESE POSITIONS ON WORK OTHER  
THAN FEDERAL BENEFITS:

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AMERICAN ..... LOCAL .....

HOURS WOKED BY REGULAR (NONREIMBURSED) CONSULAR EMPLOYEES  
ON FEDERAL BENEFITS:

AMERICAN ..... LOCAL .....

B. FRAUD INVESTIGATIONS

OUTSIDE INVESTIGATIONS (CHECK ONE)

1. NOT DONE .....
2. DONE BY SY .....
3. DONE BY CONSULAR SECTION .....
  - A. SPECIAL FRAUD UNIT OR
  - B. REGULAR PERSONNEL

IF DONE BY CONSULAR UNIT, MANHOURS FOR:

AMERICAN ..... LOCAL .....

VISA APPLICATIONS ..... RATE OF INCREASE/DECREASE ...

PPT APPLICATIONS ..... RATE OF INCREASE/DECREASE ...

DON FOR INS ..... RATE OF INCREASE/DECREASE ...

OF CASES INVESTIGATED, WHAT PERCENT FINALLY ISSUED:

VISAS .....

PPT .....

C. U.S. CITIZENS IN JAIL 3/31/77

1. NUMBER ON RE-ENTRY PRMIT EXTENSIONS .....
2. NUMBER OF I-151 CARDS SURRENDERED .....
3. I-151 CARD INTERVIEWS - LOST OR STOLEN .....

E. LOSS OF NATIONALITY CASES .....

(RENUNCIATIONS)

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F. FOUND PASSPORT CASES PROCESSED .....

G. CONSULAR AGENTS - GIVE ESTIMATE PERCENTAGE WISE OF  
POST'S TOTAL CONSULAR WORKLOAD PERFORMED BY CONSULAR  
AGENTS UNDER POST'S JURISDICTION, I.E. PROTECTION.

H. FURNISH BREAKDOWN OF CONSULAR STAFFING PATTERN FOR  
POST.

I. POSTS SHOULD COMMENT ON ANY PROBLEMS THAT MAY BE  
UNIQUE TO THEIR OWN PARTICULAR CONSULAR OPERATIONS.

ALSO, IF FOR ANY REASON, TRAINING, ADMINISTRATIVE OR  
SUPERVISORY FUNCTION COMPLETED AN UNUSUALLY LARGE  
AMOUNT OF TIME DURING THE REPORTING PERIOD, PLEASE  
PROVIDE COMMENTS IN POST'S NARRATIVE. VANCE

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## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01-Jan-1994 12:00:00 am  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Sent Date:** 19-Apr-1977 12:00:00 am  
**Decaption Date:** 01-Jan-1960 12:00:00 am  
**Decaption Note:**  
**Disposition Action:** n/a  
**Disposition Approved on Date:**  
**Disposition Case Number:** n/a  
**Disposition Comment:**  
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**Message ID:** 98d8b4a2-c288-dd11-92da-001cc4696bcc  
**Office:** ORIGIN SCA  
**Original Classification:** UNCLASSIFIED  
**Original Handling Restrictions:** n/a  
**Original Previous Classification:** n/a  
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**Review Action:** RELEASED, APPROVED  
**Review Content Flags:**  
**Review Date:** 09-Nov-2004 12:00:00 am  
**Review Event:**  
**Review Exemptions:** n/a  
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**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**SAS ID:** 2760945  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** FY 1979 "CONSULAR PACKAGE REQUESTS" INSTRUCTIONS AND GUIDANCE  
**TAGS:** CGEN, APER, ABUD  
**To:** ALL POSTS  
**Type:** TE  
**vdkgvwkey:** odbc://SAS/SAS.dbo.SAS\_Docs/98d8b4a2-c288-dd11-92da-001cc4696bcc  
**Review Markings:**  
Margaret P. Grafeld  
Declassified/Released  
US Department of State  
EO Systematic Review  
22 May 2009  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009